



AGREEMENT

between

THE BOARD OF EDUCATION
TOWNSHIP OF EAST AMWELL

AND THE

EAST AMWELL EDUCATION ASSOCIATION

covering the period

July 1, 1989 to June 30, 1992

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PREAMBLE

This Contract entered into this first day of July, 1989 by and between the Board of Education of East Amwell Township, New Jersey, hereinafter called the "Board" and East Amwell Education Association hereinafter called the "Association".

W I T N E S S E T H :

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of the East Amwell Township School District is their primary aim and that the character of such education depends predominately upon the quality of teaching, the availability of materials, the functional utility of facilities, the release of imagination in planning, the application of democratic processes, and the maintenance of high morale among the teaching faculty, and

WHEREAS, all references to Federal and State Statutes in this agreement shall be binding on the Board and the Association, and it is understood that all interpretative language regarding said statutes is included in this agreement for the purpose of information only.

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board and the Association have an obligation, pursuant to Chapter 123, Public Law 1974 to negotiate with respect to the terms and conditions of employment which they desire to confirm in this Contract, be it

RESOLVED, in consideration of the following mutual covenants it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations governing terms and conditions of employment for all contracted, certified, and noncertified personnel employed by the Board, including aides, cafeteria employees, custodial employees, and transportation personnel employed by the Board, but excluding Superintendent, Principal, Assistant Principal, Team/Basic Skill Curriculum Coordinator and Learning Consultant, Psychologist, Social Worker, all secretaries and any confidential employees.

B. Definition of Teacher

Unless otherwise indicated the term "teachers" when used hereinafter in this Agreement, shall refer to all certified personnel. All references to male teachers shall include female teachers.

C. Definition of Non-Certified Employees

Unless otherwise indicated, the term "non-certified," when used hereinafter in this Agreement, shall refer to all other unit employees.

ARTICLE II

NEGOTIATION OF A SUCCESSOR AGREEMENT

A. Commencement Procedure

The parties agree to commence negotiations for a successor agreement in accordance with Chapter 123, Public Laws of 1974 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' and non-certified employees' employment.

B. Representatives

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to recommend proposals, consider proposals and

recommend counter proposals in the course of negotiations.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is a claim by a teacher or non-certified employee or a group thereof which is based upon the interpretations, application, or an alleged violation of the terms of this agreement.

2. Aggrieved Person

An "aggrieved person" is the person or persons making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure at the lowest possible level, solutions to grievances affecting teachers or non-certified employees.

C. Procedures

1. a. The teacher or non-certified employee or group thereof shall cite the specific clause of this contract which he feels is being violated and suggest specifically what he feels is a satisfactory solution to the problem.

b. Failure at any step of this procedure to communicate the decision on a grievance within specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

c. It is understood that a grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

d. It is understood that a teacher or non-certified employee who is considering initiating a grievance will first discuss the matter with his immediate superior or principal with the objective of resolving the matter and thus eliminating the need to initiate this grievance procedure.

2. Time Limit

a. A grievance to be considered must be initiated, within thirty school days of its occurrence, at Level 1 and be signed by all parties in interest at Level 2 of this procedure.

b. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

3. Year End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.

4. Level One - Informal Presentation of Grievance to Superintendent

A teacher or non-certified employee with a grievance shall first present the grievance to the Superintendent either directly or through the Liaison Committee of the Association with the objective of resolving the matter informally.

5. Level Two - Formal Presentation of Grievance to the Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) school days of the presentation of the grievance, he may file his grievance in writing with the Superintendent within fifteen (15) school days of the presentation. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the employee and a copy shall be

delivered to the Board of Education.

6. Level Three - Submitted to the Board of Education

If the aggrieved person is not satisfied with the resolution of the grievance, or no decision was rendered at Level Two, he may within fifteen (15) school days after the grievance was received by the Superintendent, submit the grievance in writing to the Board of Education. The Board shall render a decision in writing within ten (10) school days after the next regularly scheduled voting Board meeting following the date of submission of the grievance to Level Three.

7. Level Four

a. It is the intent of the parties to this Agreement that the arbitration procedure herein shall serve as a means for the peaceable settlement of grievances which are not settled under Article III that may arise between them.

b. In the event the aggrieved employee is dissatisfied with the determination of the Board of Education, he/she may, with prior written approval of the Association, request that his/her grievance be submitted to arbitration. A request for arbitration shall be made within five (5) school days from receipt of the Board's determination at Level Three. If the Board's determination is transmitted by ordinary mail, service shall be deemed complete three (3) calendar days upon mailing of the ordinary mail.

c. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.

d. The arbitrator so selected shall limit him/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to nor subtract anything from this Agreement between the parties or any applicable policy of the Board.

e. The parties in interest shall be afforded a full opportunity to present any evidence, written or oral, which may be judged pertinent to the matter in dispute.

f. The decision of the arbitrator regarding the violation, interpretation or application of this Agreement shall be final and binding on both parties in all matters except those dealing with a managerial prerogative which shall not be subject of any arbitration proceeding.

g. The arbitrator has no authority, express or implied, to add or subtract from the language of the parties Agreement and his decision must be based solely on the content of this Agreement as written and agreed upon.

h. Each grievance will be arbitrated separately except those of a similar nature and when mutually agreed to by both parties.

i. All charges made by the arbitrator shall be shared equally between the Board and the Association. All other costs related to arbitration, such as the payment for legal services, shall be paid for by the respective parties.

D. Righte of Teachers and Non-Certified Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the Administration or Association against any part in interest, any representative, any member of the Association, or any other participant in the grievance procedures by reason of such participation.

E. Miscellaneous

1. Written Decisions

All decisions above Level One shall be in writing. The complete file of decisions and appeals shall be transmitted to the next level.

2. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest, and their designated or selected representatives, heretofore referred to in this Article. One Association representative shall be allowed to be present at all grievance hearings unless the aggrieved person objects to the representatives presence.

ARTICLE IV

TEACHER AND NON-CERTIFIED EMPLOYEE RIGHTS

A. Required Meetings or Hearings

Whenever any teacher or non-certified employee is required to appear before the Superintendent, the Board, or any committee concerning notification to terminate employment or withhold an increment, he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

B. Just Cause Provision

No teacher or non-certified employee shall be reduced in rank or compensation or deprived of any employment advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to a maximum of Level Three of the Grievance Procedure herein set forth. This, in no way, precludes the right of the teacher or non-certified employee to pursue the matter through the courts.

C. Criticism of Teachers and Non-Certified Employees

Any question of criticism by a supervisor, administrator, or Board member of a teacher and his instructional methods, or a non-certified employee and his work methods, shall be made in confidence and not in the presence of students, parents, or at public gatherings.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to make available to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district, including but not limited to: agenda, minutes of all Board meetings.

B. Use of Equipment

The Association shall have the right to use school facilities and equipment for Association business including typewriters, mimeographing machines, or other duplicating equipment, and all types of audio-visual equipment at reasonable times, when such equipment is not in use.

C. Released Time for Meetings

Whenever any member of the Association participates during working hours in negotiations, grievance proceedings, or other meetings, he shall suffer no loss in pay provided said meetings are mutually scheduled by the Board and the Association.

ARTICLE VI

TEACHING HOURS AND RESPONSIBILITIES

A. Teacher Day

1. Check-in/out Procedure

Teachers shall not be required to clock in or clock out by hour and minutes. Teachers shall indicate their arrival and departure by placing check marks in the appropriate columns on the check-in/check-out register.

2. Length of Day

The teachers' total in-school workday shall consist of not more than seven (7) hours and thirty (30) minutes which shall include a duty-free lunch period as guaranteed to teachers under Section C of this article.

3. Arrival and Dismissal Time

a. Teachers shall report for duty no later than 35

minutes before the school's first instructional period begins.

b. Teachers shall be permitted to leave no earlier than twenty (20) minutes after the first run busses leave the school grounds, provided they have no other duties which would require a later dismissal time.

c. Teachers assigned to late bus duty shall remain until such duty is completed.

d. On Fridays or on days preceding holidays or vacation, teachers not assigned to late bus duty shall be permitted to leave after the first run busses leave the school grounds.

e. The school nurse shall remain on duty until the second run busses have departed. She shall be compensated on a pro-rata basis for any additional duty time.

4. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

B. Non-Teaching Responsibilities

An effort shall be made to balance non-teaching responsibilities.

C. Lunch Periods

1. Teachers shall have a daily duty-free lunch period of at least thirty (30) minutes.

2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods. It shall be the duty of the teacher to inform the Superintendent's office of such absence.

D. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings. A maximum of five (5) meetings may be held per month. Teachers shall not be required to attend more than two (2) meetings per week. However, teachers will not be required to be in attendance for these meetings beyond 4:30 p.m.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays or any other day immediately preceding a holiday, or other day upon which teacher attendance is not required at school, except in case of emergency.

3. Notice and Agenda

The notice of the agenda for any meeting shall be given to the teachers involved at least one day prior to the meetings, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

4. Evening Meetings

All teachers shall be required to attend back-to-school night and parent-teacher conferences as scheduled by the Board. The Board may schedule back-to-school night on two separate evenings. A minimum day for students and teachers shall be granted on only one day when the two back-to-school nights are scheduled.

All teachers shall have a minimum day on the day scheduled for back-to-school night for grades 1 through 6. Grades 7 and 8 teachers and elementary specialists shall be scheduled for the other back-to-school night. No teacher shall be required to attend both back-to-school nights.

5. In-School Work Year

The in-school work year for teachers employed on a ten (10) month basis, other than new personnel who may be required to attend an additional day of orientation, shall not exceed one hundred eighty three (183) days.

6. Summer Curriculum

If the Board requires that curriculum work be accomplished during the summer months and the Board determines to employ teaching staff members regularly employed in the East Amwell School District, it shall compensate those teachers with one year of prior curriculum experience in the District at the following hourly rates: \$20.00 per hour for the school year 1989-1990; \$22.00 for the school year 1990-1991; \$23.00 for the school year 1991-1992. Teachers with less than one year of curriculum experience in the School District shall be compensated at the rate of \$20.00 per hour.

E. Early Dismissal

On days when teachers are required to attend back-to-school night for grades 1-6 and parent-teacher conferences, and, on the day before winter recess, the teachers shall work a minimum day, as defined by N.J.S.A. 6:20-1.3.

F. Preparation Time

1. Length

Every effort will be made to provide teachers, in addition to their lunch period, a thirty (30) minute duty-free preparation period.

2. Released Time

In cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. The teacher will be paid \$13.00 for each period served for the 1989-1990 school year; \$14.00 per period served for the 1990-1991 school year; \$15.00 per period served for the 1991-1992 school year. Such coverage shall be arranged by the Administrator and shall be distributed as equitably as possible.

G. Extra Curricular Activities - Schedule A.

The activities listed on the attached Schedule A shall be considered approved activities. These activities may be subject to revision, during the term of this contract. Teacher participation in the approved activities which extend beyond the regularly scheduled day shall be compensated according to the attached Schedule A.

ARTICLE VII

HOURS, OVERTIME AND UNIFORMS - FULL TIME CUSTODIAL STAFF

A. The standard work week for a full-time custodial employee shall be a forty (40) hour week consisting of:

1. Five 8-hour days beginning at 7:00 a.m. and ending at 3:30 p.m. excluding one-half (1/2) hour lunch break for day shift employees;

2. Five 8-hour days beginning at 12:00 p.m. and ending at 8:30 p.m. excluding one-half (1/2) hour dinner break. Middle shift employees shall be paid a night differential.

3. Five 8-hour days beginning at 3:00 p.m. through 11:00 p.m. for night shift employees inclusive of 1/2 hour for dinner.

B. Two (2) ten-minute break periods, one in each half of each shift, shall be permitted.

C. Overtime

1. Any work performed in excess of forty hours per week shall be paid at the rate of time and one-half. Time granted for holidays, personal leave, vacation and/or accumulative sick leave shall be included in the forty hour work week.

2. Any employee working beyond forty hour week on Sunday or a holiday shall be compensated at the rate of double time.

D. Employees who are required to report for work on an emergency call-in basis shall be guaranteed not less than three (3) hours pay for each time as such employee is required to report and may be required to work all three hours.

E. Any employee required to report to a burglar alarm check shall receive \$25.00 per trip, plus mileage, at the prevailing I.R.S. rate. This amount shall include both time and travel.

F. Uniforms

1. The Board shall purchase and provide one pair of safety shoes for each custodial and cafeteria employee annually. Said employee shall be required to wear these shoes. In the event the shoes become unwearable, the Board shall provide one additional pair. In no event shall the Board provide more than two (2) pair per employee per year.

2. The Board shall purchase and provide one pair of work gloves for each custodial employee on an annual basis. Said employees shall be required to wear these work gloves when undertaking any hazardous activity.

3. The Board shall purchase and provide safety goggles for all custodial employees. Said employees shall be required to utilize these safety goggles whenever they are engaged in a hazardous activity.

4. The Board shall provide three (3) custodian uniforms for each custodial employee at a cost not to exceed \$90.00 per employee per year. Said employees shall submit a proof of purchase of the uniform(s) to the Board.

5. The Board shall provide three (3) cobbler aprons to each cafeteria employee per year.

ARTICLE VIII

EMPLOYMENT

A. Placement on the Salary Schedule

Each teacher or non-certified employee shall be placed on his proper step of the salary schedule as of the beginning of every school/fiscal year. Any teacher or non-certified employee employed in the system prior to February 1 (first) of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Notification

1. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30 providing all negotiations are complete by April 1 (first). Teachers shall return their contracts prior to the May Board meeting.

2. All non-certified employees shall be notified of their contract and salary status for the ensuing year no later than May 30 providing all negotiations are complete by May 1 (first). Non-certified employees shall return their contracts prior to the June Board meeting.

ARTICLE IX

SALARY SCHEDULE

The salary of each employee covered by this Agreement is set forth in the attached Schedules B through G and are effective through June 30, 1992.

ARTICLE X

TEACHER ASSIGNMENT

A. Notification

The Board shall make every effort to provide teachers with their tentative teaching schedules by August 15 of each year.

B. Traveling Teachers

1. Schedules of teachers who are assigned to more than one building shall be arranged so that the teacher is given traveling time.

2. Teachers who are required to use their own automobile to travel between buildings shall be reimbursed for all such travel at the prevailing IRS rate per mile.

C. Specialists

Any specialist employed by the Board will be placed on the proper step of the salary guide.

ARTICLE XI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. Date

No later than May 1 of each year, the Superintendent shall post in the Teachers Room a list of all known vacancies which shall occur during the following year.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent no later than May 10th. Such statement shall include the grade and/or subject to which the teacher desires to be assigned.

3. Criteria for Assignment

In the determination of requests for voluntary assignments the wishes of the individual teacher shall be honored providing that the transfer does not conflict with the instructional requirements and the best interests of the school system as determined by the Superintendent. The Superintendent's decision shall be final and not be subject to binding arbitration under the parties' grievance procedure. If a teacher's request for transfer is denied, a renewed request for transfer may be made the following year.

4. Openings

Openings for position in the school district's summer programs shall be posted by the Administration by June 1st. Seniority will be considered. However, selection by the Superintendent will be based upon his/her opinion of the teacher's qualifications for the position.

ARTICLE XII

INVOLUNTARY TRANSFER AND RE-ASSIGNMENTS

A. Criteria

When involuntary transfer or reassignment is necessary a teacher's area of competence and other relevant factors shall be considered by the Superintendent.

B. Notice

Notice of involuntary transfer or reassignment shall be given to teachers as soon as practicable.

C. Notification of Reason

An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Superintendent at which time the teacher shall be notified of the reason therefore.

D. Priority in Reassignment

A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference. Teachers being involuntarily transferred or reassigned from their present position shall be considered before those seeking voluntary transfer in regard to those positions which are vacant. Seniority will be considered. However, election by the Superintendent will be based upon his/her opinion of the teacher's qualifications for the position. The Superintendent's decision shall be final and shall not be subject to binding arbitration under the parties' grievance procedure.

ARTICLE XIII

TEACHER EVALUATION

A. General Procedure

1. Open Evaluation

All monitoring or observations of the performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

2. Evaluation by Certified Persons

Teachers shall be evaluated only by persons certified by the New Jersey Board of Examiners to supervise instruction.

3. Copies of Evaluations

The evaluator shall prepare an evaluation report on one observation. The Board recognizes the importance of timely discussions of evaluations. Every effort shall be made to provide the teacher with a copy of the evaluation report within five (5) school days of the observation and in no event more than ten (10) calendar days of the observation, and at least one (1) day prior to any conference pertaining to the content of the report. Both the teacher's copy and the file copy of the evaluation report shall be signed by the teacher and the evaluator.

4. Reports

Evaluation reports shall be presented to each teacher in accordance with the procedure outlines in N.J.A.C. 6:13-1.19 and N.J.A.C. 6:3-1.21.

ARTICLE XIV

PERSONNEL RECORDS

A. File

A teacher or non-certified employee shall have the right upon request to personally examine the contents of his personnel file in its entirety during school office hours. The Superintendent shall be present and a representative of the Association may be present during such reviews. The Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents. No separate personnel file which is not available for the individual's inspection shall be established.

B. Derogatory Material

No material derogatory to a teacher's or non-certified employee's conduct, service, character, or personality shall be placed in his personnel file unless the individual has had the opportunity to review the material. The teacher or non-certified employee shall acknowledge that he has the opportunity to review the material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher or non-certified employee shall have the right to submit a written answer to such material within twenty (20) calendar days of receipt of the derogatory material and his answer shall be reviewed and signed by the ~~Administrator~~ and attached to the file copy, with the express understanding that such signature in no way indicates agreement with the contents thereof.

ARTICLE XV

PROCEDURE FOR COMPLAINTS REGARDING TEACHERS

A. Procedural Requirements

Any complaints regarding a teacher made to the Administration by any parent, student, or other person shall be processed according to the procedure outlined below.

B. Procedure

1. A parent, student, or other person should first meet with the teacher to appraise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.

2. The teacher will inform the Superintendent of the problem, or in the case of the problem being brought to the Superintendent's attention first, he will inform the teacher involved.

3. Any unresolved complaint, at the request of the teacher or the complainant shall be reviewed by the Superintendent in an attempt to resolve the matter to the satisfaction of all parties concerned.

4. It is understood that all information and discussions shall be kept confidential by the Board and the Association.

ARTICLE XVI

TEACHERS' FACILITIES

A. Listings of Facilities

The Board shall provide:

1. An appropriately furnished and air-conditioned room which shall be reserved for the sole use of teachers as a faculty lounge. (Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the custodial staff).

2. A well-lighted and clean teacher rest room separate from the student's rest room.

3. Adequate parking facilities, which are properly maintained and protected against vandalism.

4. A suitable closet with lock and key for each teacher.

5. Copiss, exclusively for teacher's use, of all teacher's text used in each of the classes he/she is to teach.

B. Vending Machines

Upon request of the Association, the Board will consider installing vending machines in the teacher's lounge, no plumbing or electric added.

ARTICLE XVII

ASSOCIATION - ADMINISTRATION LIAISON

A. Organization

The Association shall select a liaison committee which shall meet with the Superintendent regularly. Said committee shall consist of not more than one (1) member for every ten (10) Association members or larger fraction thereof, but shall in no event have less than three (3) members nor more than five (5).

B. Areas for Liaison Consideration

Areas for liaison consideration shall be limited to discussions regarding the administration of this Agreement and terms and conditions of employment.

ARTICLE XVIII

SICK LEAVE

A. Teachers

1. Accumulative

All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. A teacher shall be entitled to use a maximum of five (5) accumulative sick days in the event of a critical illness in their immediate family (spouse, child, parent), subject to the following conditions:

a. This benefit may be utilized a maximum of two times in any one year period.

b. Those days shall not be granted unless the

teacher has used all of his personal days as described in Article XIX A.1.

c. Critical illness is defined as:

(1) One which required hospitalization of the family member or

(2) One which the attending physician states in writing that personal home care is required.

2. Non-Accumulative

Non-accumulative additional sick leave benefits may be allowed to teachers, according to the following conditions:

a. Teachers may be granted two (2) additional sick days per school year.

b. Non-accumulative sick days will be granted only after the use of accumulative sick days.

B. Non-Certified Employees Leaves of Absence

All non-certified employees shall be entitled to ten (10) sick leave days per school year if employed for ten months and twelve (12) days if employed for twelve months annually.

ARTICLE XIX

TEMPORARY LEAVES OF ABSENCE

A. Types of Leaves

Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

1. Personal

Three (3) days leave of absence for personal, legal, business, or family matters which require absence during school hours. These days may not be taken in fractional equivalents. Application to the Superintendent for personal leave shall be made at least five (5) days before taking such leave (except for emergencies). The applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this Section. It is understood that such personal leave excludes vacations, household and other routine matters which could otherwise be equally satisfactorily performed on days when school is not in session.

Personal leave shall be granted before or after a school vacation or holidays only in extenuating circumstances with reasons given to the Superintendent prior to taking the leave. The Superintendent shall exercise his/her discretion in determining whether such leave is to be granted. The Superintendent's approval shall not be unreasonably withheld.

No more than ten percent of the staff shall be permitted to take personal leave on any given day except in extenuating circumstances with reasons given to the Superintendent prior to the taking of the leave. The Superintendent shall exercise his/her discretion in determining whether such leave is to be granted. The Superintendent's approval shall not be unreasonably withheld.

Teachers shall be permitted to redeem their unused personal days at the end of the school year. Payment shall be based on the rate for substitute teachers in effect during the school year in question. The personal days shall not be accumulative.

Non-certified employees shall be reimbursed for their unused personal days at their daily rate of pay, or \$50.00 whichever is lower.

2. Death

Up to five (5) days at any one time in the event of death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, grandparent and three (3) days in the event of the death of a brother-in-law, sister-in-law or any other member of the household. In the event of the death of a teacher or student in the East Amwell School District, the Superintendent shall grant to an appropriate number of employees sufficient time off to attend the funeral.

ARTICLE XX

EXTENDED LEAVES OF ABSENCE FOR TEACHERS

Nothing in this article shall be construed as obligating the Board to grant leaves of absence to non-tenured teachers when such leave is not otherwise provided in State Law.

A. Maternity

1. Natural Birth

The Board shall grant maternity leave not to exceed two (2) years without pay, to any teacher upon her request subject to the following stipulations and limitations:

- a. Any teacher seeking such leave shall apply in

writing to the Board at least 90 teaching days prior to the beginning of leave, unless medical circumstances prohibit such notice. At the time of application, the teacher shall specify in writing the date on which she wishes to commence leave and date on which she wishes to return to work.

b. If, after requesting maternity leave for only one school year, a teacher wishes to extend her leave for an additional period not exceeding two years (including her original leave), she shall notify the Board in writing on or before January 1 of the year preceding the year in which such additional leave is requested and the new date in which she wishes to return to work. The Board, upon receipt of such written request, shall grant such leave.

c. The Board may remove any pregnant teacher from her teaching duties if such teacher fails to produce a physician's certificate which states that she is medically able to continue teaching.

d. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the East Amwell School District in this area of her certification or competence.

e. The Board shall not be required to grant a maternity leave for a non-tenured teacher beyond the end of the contract year in which the leave is obtained.

2. Child Rearing Leaving

Any teacher adopting a child one year or older shall be granted a child-rearing leave not to exceed one year without pay; Any teacher adopting a child less than one (1) year old shall be granted a child-rearing leave not to exceed two (2) years without pay; according to the stipulation of paragraph A 1., a, c, d, of this ARTICLE. Teachers applying to adopt a child shall notify the Superintendent at the time the adoption application is made and shall keep him informed of the status of such proceedings.

B. Other Extended Leaves

Other extended leaves of absence without pay or absence beyond the accumulated sick leave time may be granted by the Board. A deduction of 1/200th of the annual salary for each day's absence will be made. The Board at its discretion may make an exception to this rule.

C. Return from Leave

1. Benefits

All benefits to which a teacher was entitled at the time his leave of absence commenced including unused accumulated sick leave shall be restored to him upon his return.

2. Advancement

Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The teacher will be granted a salary guide step if he works more than ninety (90) teaching days. Working ninety (90) teaching days or less shall result in no advancement on the salary guide.

3. Application for Reinstatement

At least ninety (90) days prior to the expiration of a leave, the employee shall be required to make written application to the Board for reinstatement.

If the employee fails to make a written application for reinstatement at least ninety (90) days prior to the expiration of the leave, the continued employment of any such employee shall be automatically terminated without notice and without any action of the Board.

D. Extensions and Renewals

All extensions or renewals of leaves shall be applied for and granted in writing.

ARTICLE XXI

EXTENDED LEAVES OF ABSENCE FOR NON-CERTIFIED EMPLOYEES

A. Maternity

1. An employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay and such leave shall be granted. The employee may elect the leave to become effective immediately or when she chooses upon advice of her physician. Maternity leave shall be for one year at the request of the employee. It may, however, be shortened or lengthened upon recommendation of the Superintendent and approval of Board of Education, to allow employees to return at the beginning of a school year.

2. An employee who is on a maternity leave shall be permitted to use her accumulated sick leave during the period one (1) month prior to delivery and one (1) month after delivery which shall be presumptively considered the period of medical disability.

B. Other Extended Leaves

Other extended leaves of absence without pay may be granted by the Board.

ARTICLE XXII

TEACHER PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Conferences, School Visitations, Conventions and Workshops

The Board shall pay registration fees and transportation expenses for conferences, conventions and workshops, provided the Superintendent has given prior approval thereof. A staff member using their personal vehicle for attending such conferences, etc., shall be reimbursed at the prevailing IRS rate per mile. Reimbursement of expense is subject to prior approval by the Superintendent. Said prior approval is waived for the N.J.E.A. annual convention.

B. Tuition Fees

The Board of Education encourages the professional staff to take courses of study to keep them current educationally and in their field of teaching. As an incentive, the Board will pay tuition costs subject to the following conditions:

a. A receipt of payment for a course along with a description of the course will be submitted to the Superintendent at the time the teacher signs up for the course.

b. Upon the Superintendent's approval indicating the taking of this course is related to the teacher's area of teaching or responsibilities and that our educational system will benefit from the taking of this course, the receipt will be submitted for Board approval at its next meeting.

c. One-half (1/2) of the tuition shall be available upon approval of the course work by the Superintendent.

d. Upon obtaining a grade of "B" or better and submitting proof thereof:

(1) Tenured teachers will receive the remaining cost of tuition and registration after the next regular

Board meeting.

(2) Non-tenured teachers will receive the remaining cost of tuition and registration in the second pay period of the following September after the course(s) is/are taken.

e. The Board shall reimburse any teacher eligible for tuition reimbursement under this paragraph to a maximum of twelve (12) credits at the prevailing rate established by Trenton State College; provided, however, that there shall be no additional payment during the period of transition to this successor agreement.

Reimbursement is conditioned upon the teacher obtaining a grade of "B" or better. In the event a teacher does not obtain a grade of "B" or better, the Board shall deduct the amount advanced for the course(s) from the teacher's pay in six (6) equal installments.

C. In-Service Workshops

The Board and the Association agree to cooperate in arranging in-service courses and workshops designed to improve the quality of education. In-service programs shall be conducted during the school work day if teacher attendance is required.

ARTICLE XXIII

SUPERVISION OF STUDENT TEACHERS

A. Procedures

1. Voluntary Participation

Supervision by a teacher of a student teacher shall be voluntary, and if possible, should not be scheduled during the first marking period.

2. Assignments

A cooperating teacher shall not be given assignments outside of his regular responsibilities during the period in which he is supervising a student teacher except in cases of an emergency.

3. Substitutions

In accordance with State regulations, a student teacher cannot be used as a substitute teacher.

ARTICLE XXIV

INSURANCE PROTECTION

A. Health

The Board shall provide the health care insurance protection designated below or at the discretion of the Board a program providing equivalent protection. The Board shall pay the full premium for each employee desiring this protection, if said employee is entitled by law and in cases where appropriate for family plan insurance coverage. This coverage shall not be provided to employees on extended leaves of absence. (defined in Articles XX and XXI).

1. Provisions of Coverage

Provisions of the health care insurance program shall include:

- a. Blue Cross
- b. Blue Shield
- c. Major Medical
- d. Rider "J"

In the event of a change of insurance carrier, the Association shall be notified of such change as soon as practicable.

2. Complete Annual Coverage

For each employee who remains in the employ of the Board for a full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st.

B. Description of Plan

The Board shall provide to each employee a description of the health care insurance coverage provided under this ARTICLE.

ARTICLE XXV

PAYMENT FOR ACCUMULATED SICK LEAVE

Employees shall be entitled to payment for their unused accumulated sick leave days at the rate of \$20.00 per day for one (1) out of every two (2) days accumulated after fifteen (15) years of service in the East Amwell School District, and upon

actual certified age eervice retirement pursuant to the Teacher's Pension and Annuity Fund or the Public Employment Retirement System, whichever is applicable. The maximum lump sum payable upon retirement for any employee shall be as follows: \$2,000.00 for the school year 1989-1990; \$3,000.00 for the school year 1990-1991; \$4,000.00 for the school year 1991-1992.

ARTICLE XXVI

NON-CERTIFIED EMPLOYEES LAYOFF AND RECALL

The Board shall provide a minimum of ten (10) calendar days notice of lay-off to any permanent employee to be affected. Permanent employees will be recalled to work in the reverse order in which they were laid off. An employee must respond within ten (10) days of the recall notice or be considered to have resigned.

ARTICLE XXVII

NON-CERTIFIED EMPLOYEES - JOB VACANCIES AND PROMOTIONS

1. All job vacancies shall be posted. The posting shall state the name and the job classification, responsibilities of assignment and requirements. This notice shall remain posted for 10 working days.

2. Employees desiring consideration for such positions shall submit such desire in writing to the Superintendent.

ARTICLE XXVIII

VACATIONS AND HOLIDAYS - 12 MONTH CONTRACTED EMPLOYEES

A. Holidays

Paid holidays are as follows:

New Year's Day
President's Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

B. Vacation

Vacation will be paid according to service as of July 1 on the following schedule:

1 - 5 years	10 days
6 - 10 years	15 days
11 - 14 years	20 days
15 or more years	22 days

Employees shall give advance notice to the Superintendent. In the event of a conflict, seniority shall be the determining factor. An employee meeting the requirements of this Article and having 6 or more years of service may request that up to two weeks of his/her vacation be taken during the school year. This shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the Superintendent.

ARTICLE XXIX

MISCELLANEOUS PROVISIONS

A. Supplemental Assistance

1. The Board will consider providing supplemental teachers and aides for small group instruction.

2. A library-clerk shall be provided to work in the library on a part-time basis.

B. Deductions from Salary

1. The Board agrees to deduct from the salaries of the employees dues for the East Amwell Education Association, Hunterdon County Education Association, New Jersey Education Association, National Education Association, Teacher's Pension and Annuity Fund, the Hunterdon County School Employees Federal Credit Union and such other annuities approved by the Board, as said employees individually and voluntarily authorize the Board to deduct.

2. By September 15th of each school year, upon request of an employee any portion of the employee's salary, as designated, shall be deducted semi-monthly and forwarded to the Hunterdon County School Employees Federal Credit Union in that employee's name. The amount of such deduction may be changed once during the school year.

An employee may request that deductions for the Hunterdon County School Employees Federal Credit Union be terminated by notifying the Board in writing not less than 30 days prior to the pay period after which said teacher is requesting that such deductions be terminated. Any employee requesting that such deductions be terminated may not apply for reinstatement of these deductions until September 15th of the following school year.

3. The Association shall save the Board harmless from any claims raised against it by an employee as a result of fulfilling its obligations under this ARTICLE except in acts of negligence by the Board.

D. Termination of Employment

Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance and no documents and/or material shall be placed in the personnel file of such teacher after severance or otherwise in accordance with the procedurs set forth in ARTICLE XIV.

E. Printing of the Agreement

Copies of this Agreement shall be produced at the expense of the Board. Copies shall be provided to each member of the Association covered under this Agreement within 30 days after the Agreement is signed.

F. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

G. Nonwaiver

The failure of either party to exercise any right it may have shall not constitute a waiver of that right.

H. Fully Bargained Clauss

This Agreement represents and incorporates the complete and final understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matters.

ARTICLE XXX

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1992 and subject to the Association's right to negotiate over a successor Agreement. This Agreement shall expire on the date indicated, unless it is extended in writing by both parties.

B. Status of Incorporation

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon all on the day and year first written above.

EAST AMWELL EDUCATION
ASSOCIATION

EAST AMWELL BOARD OF
EDUCATION

By: Lynn F. Harrison
President

By: Neal E. Tobin
NEAL TOBIN
President

By: Mary Ann Lilland
Secretary

By: Mlyson Liland
MLYSON LILAND
Board Secretary

Date: 7/23/90

Date: 4/26/90

CONVERSION CHART

	EAST	AMWELL	STAFF	MOVEMENT
STEP 88/89	LEVEL 89/90	LEVEL 90/91	LEVEL 91/92	
1	→	1	→	1
2	→	2	→	2
3	→	3	→	3
4	→	4	→	4
5	→	5	→	5
6	→	6	→	6
7	→	7	→	7
8	→	8	→	8
9	→	9	→	9
10	→	10	→	10
11	→	11	→	11
12	→	12	→	12
13	→	13	→	13
14	→	14	→	14
15	→	15	→	15
16	→	16	→	15
17	→	17	→	16
18	→	18	→	17

SCHEDULE A

ACTIVITY

I. INTERSCHOLASTICS

	<u>STEP 1</u>	1989-1990 <u>STEP 2</u>	<u>STEP 3</u>
BASEBALL COACH	952	1001	1050
SOFTBALL COACH	952	1001	1050
CHEERLEADING COACH	952	1026	1100
BOYS BASKETBALL COACH B TEAM	652	701	750
BOYS BASKETBALL COACH A TEAM	1205	1253	1300
GIRLS BASKETBALL COACH B TEAM	652	701	750
GIRLS BASKETBALL COACH A TEAM	1205	1253	1300

	<u>STEP 1</u>	1990-1991 <u>STEP 2</u>	<u>STEP 3</u>
BASEBALL COACH	1050	1097	1144
SOFTBALL COACH	1050	1097	1144
CHEERLEADING COACH	1100	1150	1199
BOYS BASKETBALL COACH B TEAM	750	784	818
BOYS BASKETBALL COACH A TEAM	1300	1359	1417
GIRLS BASKETBALL COACH B TEAM	750	784	818
GIRLS BASKETBALL COACH A TEAM	1300	1359	1417

	<u>STEP 1</u>	1991-1992 <u>STEP 2</u>	<u>STEP 3</u>
BASEBALL COACH	1144	1196	1248
SOFTBALL COACH	1144	1196	1248
CHEERLEADING COACH	1199	1253	1307
BOYS BASKETBALL COACH B TEAM	818	855	891
BOYS BASKETBALL COACH A TEAM	1417	1481	1545
GIRLS BASKETBALL COACH B TEAM	818	855	891
GIRLS BASKETBALL COACH A TEAM	1417	1481	1545

	1989-1990	1990-1991	1991-1992
II. INTRAMURALS			
BASKETBALL INTRAMURAL	400	436	475
BASKETBALL INTRAMURAL	400	436	475
FIELD HOCKEY	400	436	475
TUMBLING (5 & 6)	400	436	475
GYMNASTICS	400	436	475
ARCHERY (6, 7, 8)	400	436	475
STREET HOCKEY	400	436	475
TOUCH FOOTBALL	400	436	475
VOLLEYBALL (5 & 6)	400	436	475
VOLLEYBALL (7 & 8)	400	436	475
TRACK AND FIELD	400	436	475
SOCCER	400	436	475
NEWCOMB BALL	400	436	475
III. CLUBS			
GROUP 1			
EIGHTH GRADE ADVISOR	563	614	669
COMPUTER CLUB - GRADE 7, 8	563	614	669
COMPUTER CLUB - GRADE 4, 5, 6	563	614	669
STUDENT COUNCIL	563	614	669
PHOTO	563	614	669
YEARBOOK ADVISOR	563	614	669
GROUP 2			
ART CLUB - WINTER	850	927	1010
ART CLUB - SPRING	850	927	1010
DRAMA CLUB 1	650	708	772
DRAMA CLUB 2	650	708	772
MATH COUNTS ADVISOR			
D.C. CHAPERONES (PER PERSON)	180	196	214
OUTDOOR EDUCATION 6TH GRADE (PER PERSON)	250	272	297
CHAPERONES (DANCES, CONCERTS, I-S BASKETBALL, SPORTS NIGHTS)			
	14	15.50	17

SCHEDULE B
TEACHERS SALARY GUIDE

1989-1990

1988-1989 LEVEL	1989-1990 LEVEL*	BA	BA+15	BA+30	MA	MA+15	MA+30
1	→**1	22,853	23,353	23,853	24,153	24,653	25,153
2	→ 2	23,153	23,653	24,153	24,453	24,953	25,453
3	→ 3	23,705	24,205	24,705	25,005	25,505	26,005
4	→ 4	24,190	24,690	25,190	25,490	25,990	26,490
5	→ 5	24,685	25,185	25,685	25,985	26,485	26,985
6	→ 6	25,426	25,926	26,426	26,726	27,226	27,726
7	→ 7	26,248	26,748	27,248	27,548	28,048	28,548
8	→ 8	27,366	27,866	28,366	28,666	29,166	29,666
9	→ 9	28,484	29,084	29,684	30,084	30,684	31,284
10	→ 10	29,602	30,202	30,802	31,202	31,802	32,402
11	→ 11	30,700	31,300	31,900	32,300	32,900	33,500
12	→ 12	31,838	32,438	33,038	33,438	34,038	34,638
13	→ 13	32,957	33,557	34,157	34,557	35,157	35,757
14	→ 14	34,075	34,775	35,475	35,975	36,675	37,375
15	→ 15	35,194	35,894	36,594	37,094	37,794	38,494
16	→ 16	36,315	37,015	37,715	38,215	38,915	39,615
17-18	→ 17	36,978	37,878	39,078	39,578	40,378	41,178

Longevity***

18 years of service in the East Amwell School District - 870

21 years of service in the East Amwell School District - 1810

*Levels shall not be equated to years of experience.

**Arrow designates step level that teachers shall remain at in 1989-1990.

***Teachers shall be entitled to longevity after completing the required number of years of service in the East Amwell School District only; provided, however, that any teacher employed as of July 1, 1989, shall be entitled to longevity based upon the attached Schedule H.

SCHEDULE C
TEACHERS SALARY GUIDE

1990-1991

<u>1989-1990</u> <u>LEVEL</u>	<u>1990-1991</u> <u>LEVEL*</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	→ **1	24,200	24,700	25,200	25,500	26,000	26,500
2	→ 2	24,700	25,200	25,700	26,000	26,500	27,000
3	→ 3	25,400	25,900	26,400	26,700	27,200	27,700
4	→ 4	26,400	26,900	27,400	27,700	28,200	28,700
5	→ 5	27,400	27,900	28,400	28,700	29,200	29,700
6	→ 6	28,400	28,900	29,400	29,700	30,200	30,700
7	→ 7	29,400	29,900	30,400	30,700	31,200	31,700
8	→ 8	30,400	31,000	31,600	32,000	32,600	33,200
9	→ 9	31,400	32,000	32,600	33,000	33,600	34,200
10	→ 10	32,400	33,000	33,600	34,000	34,600	35,200
11	→ 11	33,635	34,235	34,835	35,235	35,835	36,435
12	→ 12	34,900	35,500	36,100	36,500	37,100	37,700
13	→ 13	36,100	36,800	37,500	38,000	38,700	39,400
14	→ 14	37,300	38,000	38,700	39,200	39,900	40,600
15	→ 15	38,500	39,200	39,900	40,400	41,100	41,800
16-17	→ 16	39,700	40,600	41,800	42,400	43,200	44,000

Longevity***

18 years of service in the East Amwell School District - 870

21 years of service in the East Amwell School District - 1810

*Levels shall not be equated to years of experience.

**Arrow designates step level that teachers shall remain at in 1990-1991.

***Teachers shall be entitled to longevity after completing the required number of years of service in the East Amwell School District only; provided, however, that any teacher employed as of July 1, 1989, shall be entitled to longevity based upon the attached Schedule H.

SCHEDULE D
TEACHERS SALARY GUIDE

1991-1992

1990-1991 LEVEL	1991-1992 LEVEL*	BA	BA+15	BA+30	MA	MA+15	MA+30
1	→ **1	26,600	27,200	27,800	28,400	28,800	29,200
2	→ 2	27,300	27,900	28,500	29,100	29,500	29,900
3	→ 3	28,000	28,600	29,200	29,800	30,200	30,600
4	→ 4	28,700	29,300	29,900	30,500	30,900	31,300
5	→ 5	29,700	30,300	30,900	31,500	31,900	32,300
6	→ 6	30,840	31,440	32,040	32,640	33,040	33,440
7	→ 7	32,000	32,600	33,300	33,900	34,500	35,100
8	→ 8	33,115	33,715	34,415	35,015	35,615	36,215
9	→ 9	34,260	34,860	35,560	36,160	36,760	37,360
10	→ 10	35,610	36,210	36,910	37,510	38,110	38,710
11	→ 11	36,960	37,560	38,260	38,860	39,460	40,060
12	→ 12	38,310	39,010	39,710	40,310	41,010	41,710
13	→ 13	39,660	40,360	41,060	41,660	42,360	43,060
14	→ 14	41,000	41,700	42,400	43,000	43,700	44,400
15-16	→ 15	42,365	43,265	44,465	45,065	45,865	46,665

Longevity***

18 years of service in the East Amwell School District - 920

21 years of service in the East Amwell School District - 2090

*Levels shall not be equated to years of experience.

**Arrow designates step level that teachers shall remain at in 1991-1992.

***Teachers shall be entitled to longevity after completing the required number of years of service in the East Amwell School District only; provided, however, that any teacher employed as of July 1, 1989, shall be entitled to longevity based upon the attached Schedule H.

SCHEDULE E

CUSTODIANS SALARY GUIDE

Custodians

<u>1988-1989</u>	<u>1989-1990</u>	<u>SALARY</u>
<u>LEVEL*</u>	<u>LEVEL*</u>	
1-2 →	**1	14,175
3-4 →	2	15,842
5-6 →	3	16,434
7 →	4	16,730
8 →	5	17,026
9 →	6	17,181
10 →	7	17,336

*Levels shall not be equated to years of experience.

**Arrow designates step level that custodians shall remain at in 1989-1990.

<u>1989-1990</u>	<u>1990-1991</u>	<u>SALARY</u>
<u>LEVEL*</u>	<u>LEVEL*</u>	
1 →	**1	15,576
2 →	2	17,410
3 →	3	18,065
4 →	4	18,657
5-6 →	5	19,249
7 →	6	19,588

*Levels shall not be equated to years of experience.

**Arrow designates step level that custodians shall remain at in 1990-1991.

<u>1990-1991</u>	<u>1991-1992</u>	<u>SALARY</u>
<u>LEVEL*</u>	<u>LEVEL*</u>	
1 →	**1	16,487
2 →	2	18,976
3 →	3	19,157
4 →	4	20,487
5-6 →	5	21,817

*Levels shall not be equated to years of experience.

**Arrow designates step level that custodians shall remain at in 1991-1992.

	<u>1989-1990</u>	<u>1990-1991</u>	<u>1991-1992</u>
Bleck Seal:	440	480	523
Night Differential:	0.53	0.58	0.63
Part-Time Custodial Staff	7.14	7.78	8.48

SCHEDULE E

Head Custodian with Black Seal License

<u>YEARS EXPERIENCE</u>	<u>1989-1990</u>	<u>1990-1991</u>	<u>1991-1992</u>
1	17073	18610	20284
2	17685	19281	21016
3	18336	19986	21785
4	19018	20730	22595
5	19736	21512	23448
6	20492	22336	24347
7	21287	23203	25291
8	22124	24115	26286
9	23006	25077	27334
10	23888	26038	28381

SCHEDULE F

CAFETERIA SALARY GUIDE*

<u>CAFETERIA MANAGER</u>	<u>1989-1990</u>	<u>1990-1991</u>	<u>1991-1992</u>
Minimum**	11,761	12,819	13,973
Maximum	13,525	14,878	16,366

HEAD AIDES

Minimum**	7,940	8,655	9,434
Maximum	9,131	10,044	11,048

CAFETERIA AIDES

Minimum**	5.60/Hr.	6.10/Hr.	6.65/Hr.
Maximum	6.15/Hr.	6.70/Hr.	7.30/Hr.

*Any person employed on September 1, 1989 shall be entitled to the maximum salary in his/her category of employment.

**After an employee's initial appointment, his or her salary shall be increased by the percentage of increase for the 1990-1991 (9%) and 1991-1992 (9%) school years, not to exceed the maximum salary for each position.

SCHEDULE G

CLERICAL AND INSTRUCTIONAL AIDES*

	<u>1989-1990</u>	<u>1990-1991</u>	<u>1991-1992</u>
<u>CLERICAL</u>			
Minimum**	6.10/Hr.	6.65/Hr.	7.25/Hr.
Maximum	6.70/Hr.	7.30/Hr.	7.96/Hr.
<u>INSTRUCTIONAL AIDES</u>			
Minimum**	10.10/Hr.	11.00/Hr.	12.00/Hr.
Maximum	11.10/Hr.	12.10/Hr.	13.19/Hr.

*Any person employed on September 1, 1989 shall be entitled to the maximum salary in his/her category of employment.

**After an employee's initial appointment, his or her salary shall be increased by the percentage of increase for the 1990-1991 (9%) and 1991-1992 (9%) school years, not to exceed the maximum salary for each position.

SCHEDULE H
LONGEVITY SCHEDULE

	<u>STEP 18</u>	<u>STEP 21</u>
Marjorie Apple	1990-1991	1993-1994
Marlene Bishop	1997-1998	2000-2001
Eleanor Burrows	1997-1998	2000-2001
Patricia Chwat	1989-1990	1992-1993
Mary Anne Ciancia	1991-1992	1994-1995
Ann Foley	1994-1995	1997-1998
Dorothy Foran	1988-1989	1991-1992
Lynn Harrison	1994-1995	1997-1998
Jean Hibbs	1995-1996	1998-1999
Patricia Janas	1995-1996	1998-1999
Edna Jensen	1998-1999	2001-2002
Linda Kenny	1997-1998	2000-2001
Patricia Leonard	1987-1988	1990-1991
Elizabeth Murrison	1995-1996	1998-1999
Cheryl Nagel	1992-1993	1995-1996
Candance O'Hara	2001-2002	2004-2005
Marilyn Saetta	1989-1990	1992-1993
Theresa Stores	1993-1994	1996-1997
Gail Stouthamer	1992-1993	1995-1996
Mary Venettone	1997-1998	2000-2001

	<u>STEP 18</u>	<u>STEP 21</u>
Audrey Graber	1993-1994	1996-1997
Barbara Gorski	1994-1995	1997-1998
Sallee Lord	2000-2001	2003-2004
Lauren Mackinnon	2003-2004	2006-2007
Alice Scott	1993-1994	1996-1997
Joann Slottenmaier	1992-1993	1995-1996
Deborah Lentine	1996-1997	1999-2000
Roslyn Masiello	2002-2003	2005-2006
Cynthia Mollis	1997-1998	2000-2001
Virginia Cleary	1994-1995	1997-1998
Beverly Leonard	1993-1994	1996-1997
Judith Stoll	2002-2003	2005-2006
Nardina Beier	1998-1999	2001-2002
Bonnie Beasty	2003-2004	2006-2007
Kathleen Perri	2000-2001	2003-2004
Peggy Seville	2004-2005	2007-2008
Kathleen Malloy	2004-2005	2007-2008
H. Woolston	2001-2002	2004-2005